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MINUTES

Logistics Office Training Coordinator Meeting No. 53-1  
1500 hours 21 May 1953

Attending:

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Supply Division  
Procurement Division  
Transportation Division  
Real Estate and Construction Division  
Coordination and Requirements Staff  
Coordination and Requirements Staff  
IO/Training Officer

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1. (a) [ ] opened the meeting with the observation that this constituted the first meeting of Logistics Office Training Coordinators and a discussion of the following duties they will perform:

(1) Determine division training requirements.

(2) Monitor intra-division on-the-job training, individual indoctrinations and briefings, and participation in the development and conduct of Logistics Office training courses and programs.

(3) Represent divisions in determining office training policies.

(4) Participate in the selection and processing of personnel to attend announced courses.

(b) It was concluded that future meetings should be held two times per month, one of which should immediately follow the monthly meeting of Agency Training Coordinators.

2. A copy of the recently approved Logistics Office policy regarding justification of training requests was given to each of those present. Henceforth, in order for training to be authorized at government expense or during working hours, such training must be necessary in performing the duties of the position to which assigned or in performing the duties of a position for which employee definitely is scheduled.

3. Basic Logistics Course. Course was discussed from the standpoints of purpose, functions to be covered, subjects to be included, types of instruction, target dates and format of course outline for each division. The Logistics Office should be ready to receive the first group of DD/P personnel for training between 15 July and 1 August 1953. Some delay in preparation of course outline is expected with regard to the Procurement Division, in view of Fiscal Year Budget and the absence of [ ] Training Coordinator, while attending the Navy Negotiators Training Course.

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4. Logistics Office external training budget requirements. Coordinators were provided information concerning types of training to be included in the training budget estimate for submission to the Office of Training. Training requirements for Fiscal Year 1954 and 1955 were to be completed and in the Administrative Staff not later than 28 May.

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Logistics Office Training Officer

AS/IO/JAS:lmr

Distribution:

- 1 - Office of Chief, Special Staff, Administrative Staff
- 1 - To each IO Division Training Coordinator (5)
- 1 - Director of Training
- 1 - IO/Training File
- 1 - IO/Official File

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